

## Document Control Policy Training



**December 2014**

*Hard copies of this document may not be the current version. Refer to the “I am the Key” website to verify the current version.*



# Introduction

- ▶ The following slideshow provides guidance for controlling all documents, internal and external, and procedures required by the Standard as it pertains to the DLA Strategic Materials Environmental, Safety and Occupational Health Management System (ESOHMS).
- ▶ Remember that *YOU* are the key to maintaining a safe and healthy work environment.
- ▶ Go to the [“I Am The Key”](#) link on for more information on the ESOHMS and our [document control policy](#).





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I Am the Key

### HQ DLA Operating Status

**DLA's 3 Areas of Focus**

- WARFIGHTER SUPPORT ENHANCEMENT
- STEWARDSHIP EXCELLENCE
- WORKFORCE DEVELOPMENT

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### DEFENSE LOGISTICS AGENCY

#### Hotline Program



for reporting suspected fraud, waste, abuse, or mismanagement.

#### Home

#### 2014 Industry Day Announcement

Thank you for attending DLA Strategic Materials 2014 Industry Day. Briefings from Industry Day can be found below.

[Industry Day Briefings](#)

#### Our Purpose

DLA Strategic Materials is the leading U.S. agency for the analysis, planning, procurement and management of materials critical to national security. We serve our clients through a unique combination of technical expertise, global/geopolitical material supply analysis, and management & tracking of a broad range of existing & future critical materials.

#### Our Mission

DLA Strategic Materials administers the implementation and execution of Strategic and Critical Materials (S&CM) policies as set forth by the National Defense Stockpile (NDS) Manager. Strategic Materials is responsible for acquiring, upgrading, rotating, and disposing of stockpile materials as provided by the Annual Materials Plan (AMP). Our duties include storage, security, testing, contracting, quality studies, and maintenance and replacement of materials in the NDS. Strategic Materials directs the development of new or revised specifications and special instructions for existing and proposed S&CM to be stockpiled. Along with overseeing the NDS we administer and implement policies and procedures for the DLA Strategic Materials environmental program. In addition, we administer the financial and property accounting systems to include the NDS Transaction Fund.

#### Our Offices

- Contracting
- Strategic Planning & Market Research
- Materials Management
- Business Administration

#### Our Leadership

Ronnie Favors, Administrator, DLA Strategic Materials

Paula M. Stead, Deputy Administrator, DLA Strategic Materials

#### Strategic Materials Login

[Log In \(Registration Required\)](#)  
[Register](#)

[Registration Help](#)

#### Announcements

[DLA Strategic Materials Announces BOA Sales for November 2014](#)

[DLA Strategic Materials Announces BOA Sales for October 2014](#)

[DLA Strategic Materials to Host Industry Day November 17 at DLA Headquarters](#)

[DLA Announces Ferromanganese Negotiated Award](#)

[ANNUAL MATERIALS PLAN FOR FY 2015](#)

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#### Customer Survey



Let us know what you think?

#### Questions?





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I Am the Key Depot Locations Commodity Information

Strategic Materials > I Am the Key

## I Am The Key



### Introduction

This website is the Home Page of the DLA Strategic Materials Environmental, Safety and Occupational Health Management System (ESOHMS). We invite you to view our [ESOHMS Policy Statement](#) and review the information on this site, and contact us if you have any questions or comments.

The following sections describe our mission, and our Statement. The centerpiece to our ESOHMS is the [Interpretive Guidance Document \(IGD\)](#), which is based upon ISO 14001:2004 - "Environmental Management Systems - Specification with Guidance for Use" and Occupational Health and Safety Assessment Series (OHSAS) 18001 - "Occupational Health and Safety Management Systems - Specification."

### Our Mission

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The DLA Strategic Materials Environmental, Safety and Occupational Health Management System (ESOHMS) mission is to provide safe, secure and environmentally sound stewardship for strategic and critical materials within the United States National Defense Stockpile (NDS). Along with overseeing the NDS, the DLA Strategic Materials ESOHMS administers and implements policies and procedures for the DLA Strategic Materials environmental program.

[Helpful Handouts, Presentations and Other "Tools"](#)

- IGD >
- Document Control >
- Environmental Policies >
- Safety & Occupational Health Policies >
- Operations Policy >
- Communication Policies >
- Depot Site Specific Information >
- Training/Presentations >
- SOC Controlled Mercury CAPP Documents >

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DLA's 3 Areas of Focus

- WARFIGHTER SUPPORT ENHANCEMENT
- STEWARDSHIP EXCELLENCE
- WORKFORCE DEVELOPMENT

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**Hotline Program**

(800) 411-9127

for reporting suspected fraud, waste, abuse, or mismanagement.





- IGD ▶
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**DEFENSE LOGISTICS AGENCY  
Hotline Program**

- IGD 1000 : General Requirements
- IGD 1001 : Environmental, Safety and Occupational Health Policy
- IGD 1002 : Environmental Aspects
- IGD 1003 : Legal and Other Requirements
- IGD 1004: Objectives, Targets and Programs
- IGD 1005: Environmental, Safety and Occupational Health Management Program
- IGD 1006: Resources, Roles, Responsibility and Authority
- IGD 1007: Competence, Training and Awareness
- IGD 1008: Communication
- IGD 1009: Documentation
- IGD 1010: Control of Documents**
- IGD 1011: Operational Control
- IGD 1012: Emergency Preparedness and Response
- IGD 1013: Monitoring and Measurement
- IGD 1014: Evaluation of Compliance
- IGD 1015: Nonconformity, Corrective Action and

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the Key

## I Am The Key



Control of Documents

Page of the DLA Strategic Materials Environmental, Safety and Occupational Health Management System to view our [ESOHMS Policy Statement](#) and review the information on this site, and contact us if you have any

scribe our mission, and our Statement. The centerpiece to our ESOHMS is the [Interpretive Guidance](#) based upon ISO 14001:2004 - "Environmental Management Systems - Specification with Guidance for Use" and Safety Assessment Series (OHSAS) 18001 - "Occupational Health and Safety Management Systems -





# DEFENSE LOGISTICS AGENCY

## STRATEGIC MATERIALS

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Strategic Materials > I Am the Key > IGD > **IGD 1010: Control of Documents**

IGD ▶

Document Control ▶

Environmental Policies ▶

Safety & Occupational  
Health Policies ▶

Operations Policy ▶

Communication Policies ▶

Depot Site Specific  
Information ▶

Training/Presentations ▶

SOC Controlled Mercury  
CAPP Documents ▶



## IGD 1010: Control of Documents

### 1.0 PURPOSE

This IGD provides guidance for controlling all documents, internal and external, and procedures required by the Standard as it pertains to the ESOHMS at each installation. This document applies to all employees of DLA Strategic Materials and those working on behalf of the government within DLA Strategic Materials, who are required to establish, utilize and maintain environmental documents in accordance with the requirements of the ESOHMS.

Some documents are linked to the I Am The Key website and will be password protected for security requirements.

Controlled documents are listed on the Document Review/Revision Matrix.

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### 2.0 PROCESS

#### 2.1 ESOH Management Representative

The EMR is responsible for approval authority, approval prior to use, review and revision, revision status identification, availability at point of use, legibility and methods for identification, of controlled documents. A list of controlled documents can be found in IGD1010 3.3 ( Document Review / Revision Matrix )

#### 2.2 Requirements

Controlled documents are controlled by the document control methods of the identified process owners to ensure that the documents:

a) Are Approved prior to use.



- d) Are available at applicable locations.
- e) Are removed from all points of issue and use when obsolete, and otherwise assured against unintended use.  
  
Any obsolete documents retained for legal and/or knowledge preservation purposes are clearly identified as: ***"This Document May be Obsolete. Retained for Historical Use Only"***
- f) Are legible, dated (with revision dates, if applicable), readily identifiable.
- g) Are appropriately maintained by either headquarters or appropriate field locations of the operating installations.
- h) All original documents that are received or issued by headquarters or a depot must be retained on file for future review and/or audit purposes. Copies may be made and distributed; however, the original document must remain on file.

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### 3.0 EXAMPLES OF ESOHMS SUPPORTING DOCUMENTATION REFERENCES

The references listed below are intended to be all-inclusive but rather to provide examples of typical documentation, illustrative of ESOHMS and are not necessarily controlled by this ESOHMS Manual.

- 3.1 [Document Control Policy](#)
- 3.2 [Operations and Logistics Storage Manual](#)
- 3.3 [Document Review/Revision Matrix](#)

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# Purpose of this Training

- ▶ To make you aware of our Document Control Policy
- ▶ Define terms to help you understand what a document is and why it needs to be controlled
- ▶ To help you understand the role that document control plays in your ESOHMS





# What is a document?

- ▶ The ESOHMS defines a “document” as: Any written information that defines procedures for environmental or safety compliance with regulations, and/or conformance with the ESOHMS.



# What is a “Controlled” document?

- ▶ In the DLA Strategic Materials ESOHMS, controlled documents are:
  - ▶ Approved prior to use
  - ▶ Readily located
  - ▶ Legible, dated, and readily identifiable
  - ▶ Reviewed and updated periodically by authorized personnel and communicated by process owners to all applicable employees
  - ▶ Are removed from all points of issue and use when obsolete, and otherwise assured against unintended use
  - ▶ Typically are statements of policy, or help to describe or document the ESOHMS



# Examples of Controlled Documents

- ▶ Environmental, Safety, & Occupational Health (ESOH) Policy Statement
- ▶ Respiratory Protection Program
- ▶ Storm Water Pollution Prevention Plans
- ▶ Occupational Safety & Health Regulations for Mercury
- ▶ Operations and Logistics Storage Manual



# Why is this important?

- ▶ Controlled documents contain critical information about your work procedures, administrative policies, health and safety policies, and other information you need to know about your ESOHMS.
- ▶ This information may change over time, and you need to know where to find the most current version of these documents.



# Our Controlled Documents

- ▶ All are available on the “I am the Key” website
- ▶ A list of controlled documents is available in IGD 1010-3.3
- ▶ This list is also called the “Document Review and Revision Matrix,” as found in the blue navigation bar on the home page (see next slide).





# DEFENSE LOGISTICS AGENCY

## STRATEGIC MATERIALS



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IGD

Document Control

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SOC Controlled Mercury  
CAPP Documents

Document Control Policy

Document Review/Revision  
Matrix

## I Am The Key



### HQ DLA Operating Status



### Introduction

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The following sections describe our mission, and our Statement. The centerpiece to our ESOHMS is the [Interpretive Guidance](#)





# DEFENSE LOGISTICS AGENCY

## STRATEGIC MATERIALS

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Strategic Materials > I Am the Key > Document Control > Document Review/Revision Matrix  
**INTERPETIVE GUIDANCE DOCUMENT (IGD) –Sept. 2013**  
Environmental, Safety and Occupational Health Management System

**IGD under  
which the  
document  
can also be  
located**

**Next date  
that the  
document  
will be  
reviewed/up  
dated**

### Document Review/Revision Matrix

Item No.	Title	IGD No.	Review/ Revision Due Date
1	<a href="#">General Requirements</a>	1000	Oct-15
2	<a href="#">Environmental Safety &amp; Occupational Health Policy</a>	1001	Oct-15
3	<a href="#">Environmental Aspects</a>	1002	Oct-15
4	<a href="#">Aspect Identification Form (SAMPLE)</a>	1002/ 3.1	Oct-15
5	<a href="#">Process Hazard Identification and Risk Assessment Form</a>	1002/ 3.2	Oct-15
6	<a href="#">Risk Analysis Worksheet</a>	1002/3.3	Oct-15
7	<a href="#">Significant ESOH Aspects</a>	1002/ 3.4	Oct-15
8	<a href="#">Legal &amp; Other Requirements</a>	1003	Oct-15
9	<a href="#">Pertinent Federal Laws</a>	1003/ 3.1	Oct-15
10	<a href="#">State Environmental Laws &amp; Legislation</a>	1003/ 3.2	Oct-15
11	<a href="#">Objectives, Targets &amp; Programs</a>	1004	Oct-15
12	<a href="#">Environmental, Safety and Occupational Health Management Program</a>	1005	Oct-15
13	<a href="#">Ergonomic Plan</a>	1005/ 3.1	Aug-15
14	<a href="#">Pest Management Plan</a>	1005/ 3.2	Mar-15
15	<a href="#">Radiation Protection Program</a>	1005/ 3.3	Aug-14
16	<a href="#">Respiratory Protection Program</a>	1005/ 3.4	Aug-15
17	<a href="#">Asbestos Management Plan</a>	1005/ 3.5	Aug-15
18	<a href="#">Hearing</a>	1005/ 3.6	Aug-15
19	<a href="#">Mercury</a>	1005/ 3.7	Under Revision*
20	<a href="#">Safety Shoe Policy</a>	1005/ 3.8	Aug-

- IGD ▶
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# Controlled Documents on “I am the Key”:

- ▶ Will be the current version
- ▶ Will have a version date at the top right of the page
- ▶ Will have the following disclaimer at the bottom of the page, to warn users of paper copies that the paper copies may not be current:

## **CAUTION**

*Hard copies of this document may not be the current version. Refer to the “I Am The Key” to verify the current version.*





# Where can I find Controlled Documents?

- ▶ All controlled documents are hyperlinked on the Document Review/Revision Matrix
- ▶ Just click on the document you want to locate



The screenshot displays the Defense Logistics Agency Strategic Materials website. The header includes the agency logo, the text "DEFENSE LOGISTICS AGENCY STRATEGIC MATERIALS", and the date "Thursday, December 11, 2014". A navigation menu on the left lists various policy areas such as IGD, Document Control, Environmental Policies, and Safety & Occupational Health Policies. The main content area features a "Document Review/Revision Matrix" table with columns for Item No., Title, IGD No., and Review/Revision Due Date. The table lists 20 items, including "General Requirements", "Environmental Safety & Occupational Health Policy", and "Safety Shoe Policy".

Item No.	Title	IGD No.	Review/ Revision Due Date
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20	<a href="#">Safety Shoe Policy</a>	1005/ 3.8	Aug-



# Documents vs. Records

- ▶ Records are documents stating results achieved, or evidence of activities performed.
- ▶ Records do not need to be controlled and may include plans and procedures that are retained for historical purposes
- ▶ These documents will be included within file cabinets or within shelves that are labeled: *“These files contain certain documents that are found in the ESOHMS IGD and may not be the most current version. Refer to our ESOHMS web page ([www.iamthekey.com](http://www.iamthekey.com)) for the most current versions of these documents.”*
- ▶ They may also be stamped **“This Document May be Obsolete. Retained for Historical Use Only.”**



# Questions?

**Please contact the DLA Strategic  
Materials Environmental  
Representative or your depot  
Environmental Monitor with  
questions regarding the control of  
documents**

